

## **Event Terms and Conditions**

### **Payments**

All bookings made prior to Astute Education Limited events must be paid in full to guarantee registration. Once payment has been received, an email confirmation and a receipted invoice will be sent. If payment is not made at the time of booking, registration will be provisional.

### **Substitutions & Cancellations**

Delegates may nominate an alternative person from their same organisation to attend up to 72 hours prior to the start of the event, at no extra charge. Should substitution not be possible, cancellation charges apply.

All substitutions and cancellations must be received in writing.

### **Access Requirements**

Delegates should advise of any special access requirements at the time of registration.

### **Registration Information**

Registration information will be sent to registered delegates by email at least seven days prior to the event. Any delegate not receiving the registration information should contact us by email to [gavin@astuteeducation.com](mailto:gavin@astuteeducation.com)

### **Alterations to Programme - Cancellation/Postponment of Event**

1. Astute Education reserves the right to make alterations to our event programs, venues and timings.
2. In the unlikely event of an event being cancelled by Astute Education, a full refund will be made if the cancellation is made at least two weeks prior to the event. Liability will be limited to the amount of the fee paid by the delegate.
3. In the situation of it being found necessary, for whatever reason, that the event is being postponed or the dates being changed, the organiser shall not be liable for any expenditure (eg. travel and accommodation), damage or loss incurred by the delegate.
4. If by re-arrangement or postponment the event can take place, the booking between the delegate and the organizers shall remain in force and will be subject to the Astute Education cancellation schedule.

### **No Shows (workshops and networking events)**

If you are registered for an Astute Education workshop or networking event, and do not attend and in addition fail to notify Astute Education 3 days prior to the event, no refund will apply. Cancellations must be in writing.

### **Cancellations / No Shows (Conference)**

Cancellations must be in writing and may incur a \$50 administration fee. Cancellations within 21 days of the event incur a 50% fee. Refunds are not available within 7 days of the event.

### **Speakers Views**

Views expressed by Astute Education event speakers are their own. Astute Education cannot accept liability for advice given, or views expressed, by any speaker at an Astute Education event or in any material provided to delegates by our guest speakers.

### **Photography & Filming**

For promotional purposes, there may be a photographer and video production taking place during Astute Education events. Delegates who do not wish to be filmed or recorded should advise the organizers by email to [gavin@astuteeducation.com](mailto:gavin@astuteeducation.com) prior to the event. By registering for any Astute Education event you authorise Astute Education to take photos at the event. You agree that Astute Education is the owner of the copyright and photographs and that it may use the photographs for any purpose it considers appropriate, including publicity, education or other activities and may earn income for Astute Education's own benefit. I waive any moral rights I may have. Astute Education is not obliged to exercise the right to take photographs.

### **Data Protection**

By registering for an Astute Education event, you consent to having your details distributed to event attendees and that my details may be accessed by Astute Education Staff.

If I wish to opt out then I must email Astute Education at [gavin@astuteeducation.com](mailto:gavin@astuteeducation.com) stating my name, organisation, and email address in order to opt out of detail distribution no later than 7 days before the event

### **Websites & Links**

Astute Education websites may link to other websites and networking tools provided for the convenience of the users.

The contents of these websites are maintained by their owners, for which Astute Education takes no responsibility. Neither can responsibility be taken for contents of any website linking to this website.

## **Insurance**

It is the responsibility of the delegate to arrange appropriate insurance cover in connection with their attendance at Astute Education events. Astute Education cannot be held liable for any loss, liability or damage to personal property.

## **Health and Safety Issues**

Please take time to familiarise yourself with the location of the nearest fire escape' at the event.

All participants must comply to the respective venue's Health and Safety practices, which will be made available and communicated to at the start of each Astute Education event.

**If you have any questions about these Terms & Conditions, please contact [gavin@astuteeducation.com](mailto:gavin@astuteeducation.com)**